

How Girl in an Office May Protect Herself. By Martha Stein.

Beware of Excessive Praise.

In case of excessive Praise.

In case of excessive praise of your work on the part of your employer imply that it is undestrable and, would best be discontinued. This is a danger signal. Thank him for his kindness, but express the fact that you prefer him not to mention it again in plain terms.

Do not wear lace sleeves.

Do not encourage the men in the office to walt upon you or to pick up things that

Do not jump right up and run home to your mother if you feel that you have been covertly insulted.

If your employer remarks that he hates to see you becoming tired and oners to send out and get you a glass of lemonade decline it, and tell him that your being tired is a matter for yourself alone to deal with. (This is an entering wedge on his part.)

Do Not Seem to Seek Favor. Keep an eye on the whereabouts of things on your employer's desk but do not attract attention to these services, It would seem

like a bid for his favor. If you consider that anyone in the office of-fers you undesirable attention decline it in such a way as not to refer to the moral question involved.

tion involved.

If your employer helps you "up" in any way in your profession do not assume anything on account of his having done so.

Do not wear flowers in the office.

Do not go to lunch with your employer un

Hold your head well and carry yourself

Affect the shampooer and the manicure and the wearing of "tailor mades" rather than

Girl Can Be Safe in Office.

There is a great deal of talk about how a girl should conduct herself in an office. There is a prevalent belief that if she receives any is a prevalent benefit that it she cover fault. If she follows the rules that are set down above she is pretty certain to be exempt.

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As will be seen they imply not only the possession of a fine dignity, but also good taste and a broad understanding of the subject of dress and the "fitness of things," and call for a fair understanding of "tactics," when it comes to particularly unmanageable masculine material:

If a girl has all of these qualities it is pretty.

If a girl has all of these qualities it is pretty safe to say that she will be able to manage anything in the shape of office material which she may be called upon to do, barring brutes, that the managers of all reliable woman's business schools will tell you exist in considerable quantities. She will at least not be responsible for any inattention to busi-ness on the part of employers or fellow employes. She may even marry her employer.

Inexperience the Gravest Peril.

Unfortunately, however, instead of being all this the girl who goes into an office is not all this the girl who goes into an once is not infrequently crude as to age, education, and experience of the kind generally called

THE line of conduct by which the office girl is popularly supposed to not only please but to protect herself from overfamiliarity on the part of her employer and fellow employes is summed up and expressed by those who have made a study of the subject in the following rules:

Do not have candy upon your desk or offer it to your employer.

Do not be a"ribbony" girl.

Do not chew gum.

employ many women emphasize and cluciarity perilous to the masculine blanned and inclines it to totter either into overmastering irritation, or into undue familiarity, is what is termed the "ribbony girl." The ribbony girl includes the girl who uses perfumery with its subtle and suggestive odor of festivity. The lace sleeve, particularly evident during dictation, is especially emphasiaed as being innocuous to business. A ban-

Do not chew gum.
Do not "afteresse."
Do not ask your employer if he knows if
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This," says a male instructor who impresses upon his pupils the absence of finery,

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"This," says a male instructor who impresses upon his pupils the absence of finery. presses upon his pupils the absence of inery,
"its because the business man feels that
feminitity is out of place in the business
world anyhow, even though he has to submit
to it. He resents these things as obtrusively
feminine. To the man of another type it
suggests that the girl who wears them is
'easy'; that she has tastes which she can
not gratify; that she is in the position which
is summed up as a champagne taste and a is summed up as a champagne taste and a beer pocketbook.

beer pocketbook.

"The average employer, too, will resent any disposition upon the part of the girl he employs to discuss him. He will prefer that she wouldn't mention even his good qualities.

she wouldn't mention even his good qualities.
It would not add to his feeling of safety as to having her the confidante of his business affairs, for instance, to hear her say to the other stenographers, as I did one the other day: 'Well, he can have me.'

"Sometimes a min is deficient himself in what are known as tactics. One of this kind, who had the sincerest of business purpose, had a stenographer who offered him candy during dictation. She had a plak complexion and yellow hair, and was innocently friendly and embarrassingly talkative. He did not have the moral courage to call her did not have the moral courage to call her down, but he managed to get up enough to discharge her."

Why Girls Are Asked to Lunch, Why Girls Are woman who has done much to raise the position of the Chicago business girl to a higher plane: "A pretty girl whom I am sure was absolutely innocent of anything except the desire for attention, was

thing except the desire for attention, was always complaining of being asked by her employers to go out to luncheon. It happened one day that I had sent her to work for somebody that I knew, and she came in with the same story. I knew that this man hadn't asked her to lunch and I had a chance to get at the whole story. It seems that she compared to the whole story. Do not go to lunch with your employer unless you are in a position of long standing and
there are exceptional circumstances like
business which for some unusual reason, has
to be discussed in an extremely limited time.
Then insist on paying for your own lunch.
Avoid the man who in any way "knocks"
the others, especially the other women in the
office.
Hold your head well and carry yourself
Hold your head well and carry yourself

" ' No. I don't know; I suppose there mus some joint around here some place,' was

the answer.

" Well do you suppose you could be kind weil do you suppose you could be kind enough to find out for me where it is?

"If you will wait a minute my wife is going to stop for me and you can go with us,' was the good natured answer.

Squelch Man at First Advance. "Now, this," said the woman, who hap-pened to be a friend of the wife, "was the way in which the girl got asked out to lunch so many times. I never sent her to another place. But this kind of foolishness, bad as it is, is only a small fraction of the worse than foolishness that girls are called upon to meet. The training that I have to give the girls often is of a more subtle kind. For instance, I sent a young widow not long ago to a place in which the man began a most effusive and elaborate praise of her work. She handled it nicely. 'Thank you very much for your kindness,' she said, 'but in the future I will ask you not to mention it unless you find it necessary to criticise it.'
If he persists she will simply tell him that it
will result in his finding another stenographer. These overtures generally begin in this way, or in invitations out to lunch, or in sympathy for the fact that the stenogra-pher is working too hard, or in little offers of lemonade, which are apt to become treats to something stronger. The office woman who understands it and who checks it right in the start is the one who will not have

If You'd Win a Fortune. Start an Alligator Farm. By Gertrude Troy,

O the man looking out for a good investment there are fewer better chances today than that offered by is enormous, and baby alligators only three an alligator farm. Alligators are bean alligator farm. Alligators are becoming scarce, and there are only two such farms in America—one in Florida and another at Hot Springs, Arkansas. It costs but little to keep an alligator, as he lives without eating in winter; and then, again, without enting in winter; and then, again, there is me and of the side profits to be described.

ested in the American amigator farm in Pior-ida, but who is at present centering his ac-tivities upon the one located at Hot Springs, Ark., finds that profits are to be made in disposing of raw skins to tanneries, tanned ones to manufacturers and to visitors for wall ornaments, that many live alligators may be disposed of to dealers for window advertisements, and that baby alligators sell to almost everybody for pets. In addition to these ways of making money he has opened to these ways a heaving methods of captur-ing alligators, at which he charges an ad-mission fee of 25 cents, and he often makes \$80 a day from these fees alone, besides its advertising value.

The grounds for such a farm need not nec-essarily be extensive, as a few small pens extending for about 600 feet along a stream of running water will accommodate an astenishingly large number. In winter they may be housed, but then they require no ex-tensive buildings as they remain dormant. Heating apparatus and incubators for hatching the eggs are not necessarily expensive, and the returns are large. The cost of the last two years, since he started his farm, has invested \$3,000 in the place, mostly in alligators themselves—purchasing them in all parts of the world—finds that he can feed

there is no end of the side profits to be derived from such a farm.

Mr. H. I. Campbell, who has been interested in the American alligator farm in Florida, but who is at present centering his acmen in the gulf states, mostly in Louisiana and Florida, and here they are decreasing in numbers rapidly on account of the scarcity of the reptile, caused by past years of unrestrained slaughter. In addition to this the man who breeds alligators stands the best chance of disposing of the skins on the market, as he will undoubtedly breed for this purpose only those producing the best quality of hide demanded,

Alligator Leather in Demand.

Alligator skins have been used for fancy leather for a hundred years, but were never more in demand than today. They enter into the manufacture of shoes, trunks, small valless, satchels, portemonates, cigar cases, book covers, and innumerable other articles. There are now establishments for tanning alligator skins in New York. New Jersey, Louisiana, Mississippi, and Massachusetts and there is also a demand for raw skins in foreign markets. Skins are daily rising in price, owing to the fact that but few breed-ing alligators are now to be found in the south. In 1897 the best skins sold for \$1, showing an increase in price of 50 cents

ket today he certainly will be in the future and may accommodate himself to the rise in market price by living 200 years, if you wish



Work as Sales Agent Easy to Get; Easy to Do. Pulpit Hints to Workers By Roswell Collins.

Easy to Get Work.

It isn't hard to get a job as an agent in Chicago. In fact, there is no way of keeping a man from getting work as one, if he will but ask for it. The agent is a decidedly necessary individual to modern business and, research, there is never a surful of him. necessary individual to indeed abstracts that apparently, there is never a surplus of him. The lines that he may embark in, even at the beginning, are as numerous and varied almost as much as the lines of business. The advertisements for agents that run in the columns of the papers testify to the variety of choice open to the beginner. Buttonhole menders, mandelin lessons, phonographs, ple filler, photographs, oil stock, coffee and hutbowling alleys, taleum powder, \$5 typewriters, mushroom spawn, and, of course, books, are only a few of the things that are constantly crying for men or women to come constantly crying for men or women to come and sell them, either on salary or commis-sion. The fact that there are something like 6,000 persons in the city engaged as agents indicates that many of those who an-swer these advertisements find the work of sufficient profit to make it desirable for them to stick to it.

Novice Often Succeeds.

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The popular notion that it takes men of a peculiar type and of especial ability in the immurfacture of talk is quickly disseminated when one sees the selling force of a house employing many agents. The "sharp as a gimlet" type of man whom convention ascribes the ideal agent, is there, but he is not any more in abundance than the man who looks as if he could make friends with anybody he meets and who sells goods by instilling in his customers confidence in himself and consequently in the goods he is selling. Neither is the old and experienced agent in preponderance. On the contrary there are plenty of the most successful agents whose appearance and bearing testify that they have but lately come from other walks of life, from the factory, the farm, or fy that they have but lately come from other walks of life, from the factory, the farm or the store or office. A book rould be written on the characteristics and the ups and downs of the men and women to be found on the list of a large general agency. There are people who have been well up in the world there who have dropped for some rea-

By Roswell Collins.

Fyou have answered the "Help Wanted ads." until you are /entirely disgusted, if you have gone from office to office, from store to store, aye, even from shop to shop, and in vain inquired for work until your last cent is gone, there is still an avenue of employment open to you even in a large city. You can become an agend. Don't get pessimistic and begin to wander along the street, speculating on the price of the revolvers in the pawn shop windows, just because you haven't been able to get a position as a clerk, or something better. Be game and take a chance as an agent. There is the possibility (and the possibility is so great as to make every general agent willing to give a beginner a chance no matter what his appearance may be) that you will make a good agent: Good agents earn good money. At all events, you can lose practically nothing by starting as an agent, and hundreds have won out by so doing.

The position of an agent is different from that of most wage earners. He comes neare to being in business for himself than most workers. He must rise or fall entrely on his own individual, lone, and unsupported merits. There is advantage and disadvantage in this, but the success that comes along these lines is the one most likely to be really worth having.

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Souccess in Own Hands.

Success in Own Hands.

Fet what line he starts in. If he sells books he will be put through a course of education before he is sent on the road; if he is to sell a patent pants stretcher he does not need more than a few minutes of instruction before he is able to satisfactorily demonstrate the article to prospective customers. The rest of the "trade" is in his own hands, or, rather, in his tongue and head, and in the tack without which old agents declare the way of the beginner is apt to be thorny. Lackof experience, hee hands any hereice that tells a ma perience has proven that he may prove to be what is elegantly and expressively termed a "peach." They are ready to take chances

What line impossible of determination save by the individual. One young man who had lost his job in a wholesale grocery house recently made one of the hits of the season in taking orders for a standard class of books young woman who came to the city from the country less than three months ago is now making \$35 weekly selling women's wear-ing apparel. One agent for a photograph house made \$500 in a month recently had never sold a photograph previous to the day he started for his present employers. Of course these are exceptions. The average agent in most lines is content with an average of \$65 or \$70 a month.

Paid on Commission.

In the matter of pay, invariably, the new agent is started in on a commission basis. If the samples with which he or she canvasses are valuable it is usually the custom to require a deposit to cover their cost. to require a deposit to cover their cost. Small articles, or articles where the sample Small articles, or articles where the sample carried is of little value, are generally fur-nished free to the agent. Some houses make it a point to put their agents who seem of promising appearance on salary from the beginning. The salary in these instances is always small, approximately 86 a week, and is given solely for the nurnose of making is given solely for the purpose of making the agent work from the beginning, knowing that the salary will stop the day that work ceases. It is a well known fact among men ceases. It is a wen known free man a salary who employ agents that the agent on a salary is better than the one on commission, al-though it would seem to be just the reverse. But a steady salary has an influence on a man which a prospective commission does

not have.

After the new agent leaves the office and starts out into the territory assigned to him it is up to him whether or no he succeeds. Some people cannot make agents. Others can. For those who can it is a good profes-

Good Judgment Needed: [Straight Road to Success. By M. M. Atwater.

OME time ago a supervisor held an adamantine rule over the schools of an
castern city. So known and feared
was she that the very street Arabs
whispered in awed tones to one another as she passed: "There goes the board
other as she passed: "There goes the board of the sheet o

of education!"

It was my fortune, at one time, to hear her (a woman of rare justness and good sense, if of dreaded austerity of manner) address an assembly of teachers. Her theme was discretion, and her words were direct and

to the point.
"Remember that the street car is not the proper forum for the discussion of school questions. It is not the proper place to discuss, for instance—the supervisor's wig."

A pin falling in that room at that moment would have been heard. The breath of the educators was suspended as she went on:
"The state demands of the teacher discretion almost as much as education. I commend litto you as a safeguard, and as a mark of efficiency. I have seen many models of this virtue—and a few striking instances of

Teachers Often Lack Tact.

Prattling about the failures and deficien-cies of his pupils is the vice of a school teacher. At the dinner table of a certain college a number of the faculty and students met daily during the summer quarter. The fact was noted that there was but one professor in the whole lot who did not prate of absent stu-dents, dubbing this one "a downright liar" and that one "a sluggard." Nevertheless when the trustees of the college met to elect a new president, it was also noted that not one of these talkative men, however brilliant, was named for the presidency, but'a man of unimpeachable discretion and of marked

judgment was chosen. Making the street car the stage of indis-creet conversation has marked the downfall of more than one public servant who has recklessly betrayed the dignity of his office. Less than a year ago an officer of the state department was a chance listener to the following dialogue between two young men on

a street car in Washington:
"Wish me luck, I'm off for the state department to take an examination for a \$2,000

"Pretty sure you'll pass then, eh?"
"I should say so. Both the senators and half the representatives from my state are backing me: and I guess it would be pretty hard not to pass under the circumstances.
The exam. is only a bluft."

Public Conversations Fatal. Uncle Sam did not send this chatterbox to any government abroad, for across this candidate's application blank was written: " Not

sufficiently discreet—too liable to discuss private affairs publicly."

Thus the influence of senators and representatives was not sufficiently potent to float

your sulves.

"It is an excellent rule of conduct for an ambassador to avoid talking about the affairs of other nations. The less he talks about those of his own the better his superiors like it, except, of course, when it is a case of correcting a false impression or of explaining a matter on which his ruler desires the people of that country to be enlightened."

The incumbents of any public post, the

If the incumbents of any public post, the employes of any corporation, the servants of any household in whatever capacity employed, should lay it to heart that any un-seemly talkativeness in public works a pass-ing injustice to the dignity of labor as a whole and a permanent injury to the chat-

Any position of however small importance tacitly demands a certain relicence, a certain loyalty to the trust given. In the highest positions discretion cannot be verbally asked for, as the asking itself would imply its want; and, in truth, many matters are too subtle, too refined, to bear thus bringing into question. A man to fill a high place of trust must have a curiously delicate, quality of inborn discretion. Like a woman's proverbial in-tuition, it must be ready to spring up full armed to meet any sudden or strange emergency. This sense can be trained to a won-derful degree, but it cannot be wholly cre-ated; the material in the rough must, at least, precede the attempt at refinement.

Judgment Key to Greatness. Roosevelt, John Hay, and a few other mer owe a great part of their unique fame to the possession of this rare quality alone. Discretion is good judgment.

A young man was canvassing in his own neighborhood for a new style of dustpan. While demonstrating the taking points of his article he said to his prospective purchaser:

"Now you see this to antique up a manager the said to his prospective purchaser." "Now, you see, this is gotten up especially for just such stout ladles as you, who find it difficult to stoop." The woman in ques-tion chanced to weigh about 170, was of fine figure and carriage, and an expert golf play-She afterwards said that she felt more like boxing his ears than buying anything he might have.

Needed in All Professions.

One who would succeed in any business, one who would succeed if any bosinesses, either for himself or another, must discipline and sharpen his judgment, until tact is intuitive and becomes a second nature. An indiscreet worker is a menace to his employer. To be a first class merchant, or lawyer, or craftsman of whatever kind, you must have tact and use it. In direct proporin your daily work will be the measure

Aid to Business Success. By George T. Tyrone.

FEW years ago, when the Rey. Dr.
Henson was in his prime, I used to
attend his church for the sole purpose of listening to his sermons on
business. Never were sounder business principles (for employer and employed)
announced than those which fell from Dr.
Henson's link in the days before the Chicago announced than those which fell from Dr. Henson's lips in the days before the Chicago

high building era set in.

Dr. Henson in those days was a hard shell Baptist, and he used a hammer on his congregation. He realized in full the exigencies of a business life, but he never spared the feelings of his hearers. The business man and the employé who were members of the doctor's church might do their necessary cheating on week days, but their pastor saw to it that they did it with their eyes open; at least knew they were taking advantage high building era set in.

to it that they did it with their eyes open; at least knew they were taking advantage of the people they dealt with.

It was about that time I suffered a severe loss by fire in the destruction of a warehouse. When it came to settling, the insurance agent who had alread my adjuncted by deliberately did me when it came to setting, the instance again who had placed my polley deliberately did me up, as the saying goes, and, although he tried to be as plausible as he could about it, I told him my plain oplino of him. I told him flatly I thought he was a swindler. The nim natty I thought he was a swindler. The terms of my contract were plain. The loss was indisputable. Yet the sum he paid was insignificant. Of course, I could go to law, but who wants to go to law except a lunatic?

Called Back to Be Squared.
Three years later I received a note from him asking an appointment. Imagine my en, on seeing him, he handed me a check which righted my former loss.
"What's the matter with you?" I asked

him.
"Why," he replied, "I heard a sermon yesterday by Dr. Henson on honesty in business. It convinced me. I'm trying to repair my sins and your case was one of them. That sermon will cost me \$10,000 in conscience money. It's my own money, not the com-pany's. It's a sin offering to God on my part, and with God's help I'll try to be honest

what a beautiful example this was of the parable of the seed and the sower!

I looked at the insurance agent out of the

orner of my eye.

"You old hypocrite," said I to him, "you are atraid of hell fire, that's what's eating at you. You've heard Dr. Henson tell what hell is and you're afraid. You are an hell is and you're afraid. anomaly; you are an insurance agent with a conscience. Your home is not in Chicago."
My diatribe hurt him fearfully. He winced
and the tears came into his eyes.
"No," he protested, "I'm not afraid of

hell fire, any more than you are, Who said I wasn't?" I answered.

Repents After Sermon.

Repents After Sermon.

Some more years rolled by, and my friend seemed to prosper better than ever. I met him one night at an insurance banquet and I asked him how things were going with him. "Fine!" he replied. "Do you remember that sermon that converted me years ago? Well, that sermon was the best stroke of business I ever did. I believe you placed some more insurance with me after I paid that conseclence money, didn't you?"

"Yeg, I did. You deserved it."
"Well, hundreds of others did the same,

"Yes, I did. You deserved it."
"Well, hundreds of others did the same,
I got the reputation of being as square as a
die, and I was. I made right settlements. I
was honest. I did as I would be done by; and

Sermons Converted Many.

The case of the insurance agent was typical, I believe, of much of Dr. Henson's work. cal, I believe, of much of Dr. Henson's work. He never catered to his congregation. He walloped them. "Don't think for a minute," he used to say, "that you can salve your soul by saying to yourself that the thieving you practice is excused by business methods. If your business methods demand that you cheat your neighbor, drop them and make new ones that don't. Little by little you lay up great crimes under the cover of business. A little today, a little tomorrow, and in a few years it amounts to a flood of sin in which you will drown as sure as God reigns. The time will come when you will curse the day you were born, and when you will find it imtime will come when you will curse the day you were born, and when you will find it impossible to restore to those you have robbed. You may give your wealth away, you may build churches with it, you may expend it in charity, but your conscience will whip you like a fury and you can't get away. How can you go to bed at night and sleep—sleep with hell yawning open on your left hand and God calling you on your right?" Dr. Honson addressed himself with equal

vigor to the young men who were employed in minor positions.

He made many of them sit up straight and lead butter lives.

lead better lives. I never heard a preacher use a wenthy congregation so roughly. It did me good to hear him whack the prosperous business men in his church, and watch their drag their ways and prove their hands them drop their eyes and move their hands uncomfortably. Uneasy movements of the hands are always an index to mental disturbance. One business man quietly withdrew from the church from the church. He couldn't stand the fire.

Preached on Business Methods.

Preached on Business Methods.
Yet Dr. Henson was quite impersonal. He did not make a single allusion that could be personally applied. He whacked right and left at general dishonesty in business methods, and the number of heads he hit only went to show that he had the right bull by the horns and that dishonesty in business methods, was a generally existing thing.

There was no way of ascertaining just how extensive was the reform he caused, for the case of the insurance agent was exceptional in that it became well known. I have reason to believe, however, that his words were not without effect on many of the business men in his congregation, who liked him all the better for hitting them unmercituily in their sorest spots.

Dr. Gunsalus used to preach about "Robert Elsmere" and either fine spun theories; Dr Swing would preach "Theological Weak Ten," as Emery-Storrs called it; Dr. Thomas preached a wild form of Spencerian evolution; Dr. MacPherson talked on dogmas and their sectarian interpretation; Dr. Hillis used to hand us out a nice little package on literature; and we used to get corruption in politics from all of them. But Dr. Henson's sermons were the real, needed thing. Chicage is not essentially a literary, or artistic, or theological, or political reform etty; it is, above all, a business city, and business sermons are the kind that do the most good.